



## **WITSA**

### **World Information Technology and Services Alliance**

### **BYLAWS**

*(As amended by the September 13, 2005, WITSA General Assembly)*

1. The World Information Technology and Services Alliance (WITSA) is a voluntary organization of national associations of information technology and services companies.
2. The WITSA has the objective of promoting the interest of the information technology and services industry throughout the world by strengthening the association(s) representing industry through the sharing of knowledge and experience, the exchanging of information, the promoting of trade and investment and providing a forum for identifying common issues and views.
3. Membership of the WITSA is open to the association which best represents the interests of information technology and services companies in its country or region.
4. Applications for new membership must be made in writing to the Secretariat and should contain material which supports the association's claim that it best represents the interests of information technology and services in its country or region. New members will only be admitted with the approval of two-thirds of the members present at a General Assembly or with the approval of two-thirds of the overall members of the Steering Committee.
5. Each member is entitled to one vote in the General Assembly. Votes have to be presented by members at the General Assembly and cannot be transmitted through other members.
6. The WITSA is organized as follows:
  - A. General Assembly of Members: To be held at least once every other year in connection with the World Congress.
  - B. Steering Committee shall constitute the board of directors and has responsibility to plan arrangements for General Assemblies and to supervise all administration relating thereto. The Steering Committee shall consist of no less than eight representatives from national associations and shall include the host association of the next upcoming World Congress, the association serving as Secretariat, and all WITSA member associations signifying their interest in serving on the Steering Committee provided that they meet all the following criteria:
    - (i) are elected to the Steering Committee by the General Assembly, or between General Assemblies by a two thirds vote of the Steering Committee
    - (ii) are WITSA members in good standing
    - (iii) agree to make a strong contribution to WITSA policy issues
    - (iv) agree to attend a majority of WITSA Steering Committee meetings

- (v) pay an additional amount of membership dues to be established annually by the Steering Committee.
- C. Secretariat: Provides administrative and organizational support to the Alliance. The Secretariat will reside with a member association and its operation will be reviewed by the General Assembly.
  - D) The association to provide Secretariat services and the Chairman shall be elected by the General Assembly at each World Congress. These elections shall be effective at the conclusion of the World Congress, and the term of office for each will be until the conclusion of the next World Congress which term shall normally be two years. In the event that the post of Secretariat or Chairman is vacant between General Assemblies, it may be filled by a majority vote of the Steering Committee. Steering Committee votes may be conducted by electronic mail or facsimile transmission.
  - E) The association from which the Chairman of the Alliance is elected and the association which provides Secretariat services shall normally be the same association. The Chairman shall chair the Steering Committee meetings and the General Assembly. The association which provides Secretariat services shall normally appoint an officer of the Secretariat who shall have the title of President of WITSA.
  - F) The Chairman of the Steering Committee, after consultation with members of the Steering Committee, shall nominate 7 Vice-Chairmen representing their member associations in the seven major geographic regions – Asia-Pacific, Eastern Europe, Western Europe, Africa, Middle East and North Africa, North America and Latin-America. The nominations shall be made annually and are subject to the approval of the Steering Committee. The Vice Chairmen, along with the Chairman, shall in general, have responsibility for recruiting WITSA members in their regions.
  - G) The Steering Committee may elect a Chairman Emeritus who shall serve in an advisory role to WITSA.
7. A formal agenda and accompanying papers will be circulated at least 30 days prior to all meetings. Each member association will be given an opportunity of contributing to the Agenda of the General Assembly. Formal minutes will be kept of all meetings and circulated to all member association within 30 days of each meeting.
  8. These Bylaws may only be amended by a two-thirds vote of all members present at the General Assembly.
  9. Eligibility for Selection as World Congress Host:
    - A) Selection will be based primarily on the financial and organizational viability of the proposal. Consideration will be given to have the host association selected in rotation from among world regions if the financial and organizational requirements are met.
    - B) Host association must be a WITSA member in good standing or a regional association that has WITSA members as a majority of its membership
    - C) Host association must be financially sound and must have full time professional staff capable of managing the Congress
    - D) Host association should have broad representation among its membership across the various sectors of the information technology industry
    - E) Application to the World Congress must be submitted in written form.
  10. Selection Date for World Congress Host:  
Selection of a host association for the World Congress shall occur 36 months prior to that Congress.
  11. Administration of Selection process for World Congress Host:  
The Secretariat shall administer the host selection process for the World Congress.
  12. All votes of the General Assembly or Steering Committee shall be carried with a simple majority of members present unless otherwise stated.